



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071
Phone: 503-982-5246
Email: planning@ci.woodburn.or.us

OFFICE USE ONLY File Number(s): _____

Application Packet for a Zoning Adjustment or Variance

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

General Information:

Zoning Adjustments and Variances are requests to modify development standards or requirements in cases where strict compliance with the regulations is not possible or practicable. Neither process can allow a use that is prohibited, or change certain standards relating to manufactured dwellings. Zoning Adjustments are Type II administrative decision; Variances are Type III decisions made by the Planning Commission through a public hearing.

Fees:

- Zoning Adjustment: see the [planning fee schedule](#) online
- Variance: see the [planning fee schedule](#) online

Required Submittals:

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- [Uniform Application](#) – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- Site Plan – (Three printed copies and one digital copy. If necessary for clarity, the information may be shown on two or more plans, such as a streets and utilities plan, grading plan, or others.)
 - Site: Preliminary site plan showing existing and proposed development and improvements relative to property lines. Illustrate natural features such as wetlands and floodplains, dimensions of building setbacks to property lines, and existing and proposed easements.
 - Utilities: Existing or proposed potable water, sanitary sewer, storm water sewer, fire hydrant locations, or streetlights. WDO 3.02 addresses utilities.
 - Landscaping: Existing and proposed landscaping (trees, shrubs, groundcover, grass, etc.)
 - Architecture: Architectural drawings such as facades/elevations, isometric or perspective views, or color renderings.
- Architectural drawings (floor plan and elevations) if the adjustment or variance involves a building (Three printed copies and one digital copy)
- Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#). Specifically, for ZA, address the criteria outlined in section 5.02.06, or for VAR, address the criteria and factors outlined in 5.03.12. (One printed copy and one digital copy)
- Latest recorded deed(s) for the subject property, or the recorded sales contract if our records do not show you as the owner of record. (One copy.)

Prior to deeming an application complete, the Director may request additional information.